

# ARIZONA'S CHILD FIND TRACKING FORM

## Referral from AzEIP, Union High School or Charter School to District of Residence

### Section I Referring Agency Instructions:

When any AzEIP Initial Planning Process (IPP) Team, a union high school district, or a public charter school receives a request for an evaluation or a statement of concern from a parent about the development of their child between the ages of 2 years 9 months and 5 years of age, **(1 a)** they will complete **Boxes 1-17** of this form within 2 business days of the date the initial parental referral was received and **(1 b)** fax this form to the district of residence with a cover sheet marked 'Confidential'. This begins the timeline requirement for eligibility determination (45 days to screen, 60 days to evaluate). If the parent chooses both Part B and Part C for the child between the ages of 2 years 9 months and 3 years of age, AzEIP and the district of residence shall coordinate efforts to expedite timelines **(Box 5)**. A copy of this tracking form must be maintained for monitoring purposes.

**(2)** The referring agency is responsible for verifying the status of the referral to meet the 45 day timeline **(Box 18)**.

**(3)** If the district of residence has not notified the referring agency within 30 calendar days from the date of the initial referral, the referring agency must contact the district of residence to verify the status of the eligibility determination process **(Boxes 19-20)**.

**(4)** If eligibility determination (screening or evaluation) is not in process to meet prescribed timelines, or the status cannot be verified by the district of residence, the referring agency must document the status and immediately fax this form to the ADE/Child Find Unit **(Box 20 and Section III)**.

<b>Section I Initial Referral Data</b>		1. Date of initial referral
2. Child's name	3. Parents'/guardians' names	4. Child's date of birth
5. <input type="checkbox"/> Parent selected <b>both</b> Part B & Part C	6. Parents' mailing address	
7. Parents' home phone number	8. Parents' work phone number	9. Parents' alternative phone number
10. Person sending referral	11. Sender's agency	12. Sender's phone number
13. Sender's fax number	14. Person receiving referral	15. Name of receiving district of residence
16. Receiver's phone number	17. Receiver's fax number	18. District of residence notified referring agency on status of referral District staff: _____ Date: _____
19. Date of contact with district of residence By agency staff: _____ To district of residence staff: _____		20. Status of referral <input type="checkbox"/> In process to meet timeline requirements <input type="checkbox"/> Not in-process or not verified - file alert (Section III)

### Section II District of Residence Instructions:

**(1)** The district of residence must immediately begin the screening or evaluation process **(Box 21)**. A copy of this tracking form must be maintained for monitoring purposes.

**(2)** Within 30 calendar days of the initial referral date **(Box 1)** the district of residence must fax this form to the referring agency to notify them of the status of the referral **(Box 20 & 22)**.

**(3)** If an Alert is filed the referring agency will complete **Boxes 23-24** upon completion of the screening or evaluation, notify the parents, and fax this form to the referring agency and the ADE/Child Find Unit at (928) 679-8124.

## Section II Documentation of Referral from AzEIP, Union High School or Charter School & Follow-up

21. Date of agency referral	22. Date agency notified of status of referral	
Received by district of residency staff: _____	By district staff: _____	To agency staff: _____
23. If Alert filed, date eligibility completed	24. Alert notification to parent, referring school, AzEIP State office & Child Find Unit By AzEIP staff: _____ Date: _____	

### Section III Alert Instructions:

If eligibility determination is not in process, or is not verified, the referring agency must complete **Boxes 25-27** and within 2 days fax this form to the ADE/Child Find Unit at (928) 679-8124. The ADE/Child Find Coordinator will contact the district of residence to ensure the screening and/or evaluation process is being expedited. For more information contact the ADE/Child Find Coordinator at (928) 679-8106.

## Section III Alert to Arizona Department of Education/Child Find Unit

25. Date Alert sent	26. Person sending Alert	27. Sender's phone number
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## Section IV Arizona Department of Education/Child Find Unit Follow-Up

Date Alert received	Person receiving Alert	Date & Action Taken
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